

NORTH DAKOTA GUIDE FOR REPORTING WHICH IS UNIQUE TO THE OIL FIELD INDUSTRY

1. If you are reporting several contiguous leases as a single facility, make sure you provide an aggregate total for each chemical on the facility. This will help determine whether you meet or exceed the threshold planning quantity (TPQ).
2. If you are reporting a field of contiguous leases, you must also provide a list with the names of the wells and/or tank batteries in the facility, their location by county and their township/range locations. You must also provide a map or sketch of the facility detailing the locations of the lease boundary lines and the wells and/or tank batteries.
3. A generic Tier II form for multiple facilities with the same chemical(s) **WILL NOT** be accepted. It is acceptable to use a Tier II form of your design. **NOTE: It must contain the same information as the federal form, and be properly certified (signed and dated in a certification block) that has the same wording as the federal Tier II form.** We will accept the Tier2 Submit reporting form. Please print this in landscape form. **EFFECTIVE WITH REPORTING YEAR 2006 (CALENDAR YEAR 2007) REPORTING, NORTH DAKOTA ENCOURAGES THE USE OF TIER2 SUBMIT SOFTWARE.** **NOTE:** This software can be downloaded free of charge from the EPA website at: <http://yosemite.epa.gov/oswer/ceppoweb.nsf/content/tier2.htm>
4. Facility owners/operators are required to file Tier II reports when service or drilling companies have been on their properties with hazardous chemical(s) at or above the threshold planning quantity (TPQ) at any time during the reporting year. Service or drilling companies should file reports only for their own facilities.
5. If you have any amount of hydrogen sulfide (H₂S) present on a facility at any time during the reporting year, make sure the fire district and the Local Emergency Planning Committee (LEPC) are informed. This is necessary even if the TPQ is not reached and there is no Tier II reporting requirement. (If you elect to report hydrogen sulfide on your Tier II, you will not be required to include a fee for this, **unless the quantity meets, or exceeds the TPQ**).
6. If you did not receive a copy of the document entitled "Oil & Gas Production Industry Guidelines", and you would like to have a copy of this document, contact either Ray DeBoer – rdeboer@nd.gov; Roxann Hopfauf – rhopfauf@nd.gov; or Brandon Hoechst – bhoechst@nd.gov or at (701) 328-8100.